Step 1: Financial Management

I. From the left navigation, click on the Financial Management link.

Step 2: Applicant Organization Financial Transactions

I. Enter an organization name or Org ID and click the **Search** button.

II. Click on the **Transactions** button next to the selected organization.

III. In the ***Update Account*** dropdown, select "Add funds to pre-purchase account" and click the **Next** button.

Step 3: Add Funds to Pre-Purchase Account

I. Enter the transaction information and click the **Save** button.

Step 4: Pre-Purchase Account Update Confirmation

I. Click the **Yes** button to confirm the amount to be added to the organization's pre-purchase account.

Step 5: Applicant's Pre-Purchase Account Balance

I. Review the organization's current account balance and click the **Ok** button.

View An Organization's Transactions in PCIT

I. From the left navigation, click on the View Reports link.

II. In the ***View Reports*** dropdown, select "Debit Transaction" and click the **Submit** button.

III. Enter an organization name or Org ID and click the **Search** button.

IV. Click on the **Select** button next to the selected organization.

V. Enter your transaction date range and click the **Next** button.

VI. Choose your report type and report output and click the **Next** button.

VII. Review your report criteria and click the **Generate Report** button. The report will open in a new window.